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Workforce Development Plan

The Hill Building Project 21 c Museum Hotels

PROGRAM OBJECTIVE:

The 21 c Museum Hotels Workforce Development Plan objective is to provide employment and career advancement opportunities for individuals in the construction, hospitality, tourism and retail industries who demonstrate a sincere commitment to pursue short-term positions and meaningful careers.

21 c Museum Hotels and/or its operator or sub-contractor will focus on recruiting, screened individuals (including Durham residents) for short-term and long-term positions and will particularly target (but not be limited to) Durham JobLink Career Center registrants. Those who meet qualifications (see Plan Execution) as determined by 21 c Museum Hotels, the general and/or subcontractor(s), as well as the hotel operator would be interviewed for available employment opportunities. The subcontractor and/or hotel operator will also be able to work with the Durham JobLink Career Center System to implement training programs.

PROGRAM GOALS:

It is the goal of 21 c Museum Hotels to meet our contractual obligation of making employment and training opportunities available (including to registrants of the Durham JobLink Career System) to work on construction of the Hill Building in Downtown Durham and in positions created by the hotel, spa, restaurant and/or resulting enterprises slated to be part of the development.

The 21 c Museum Hotels Workforce Development Plan goals are defined as follows:

1. Make employment opportunities available (including to Durham JobLink Career Center System registrants and other Durham residents) for the construction of the Hill Building and for retail, hospitality and restaurant positions.

- a. 21 c Museum Hotels is in agreement with the Office of Economic and Workforce Development (OEWD) for the City of Durham and its programmatic arm, the Durham JobLink Career Center that 21 c Museum Hotels will utilize the Durham JobLink Career Center as its primary source for recruitment and give foremost consideration to referrals from the Durham JobLink Career Center. A further objective for OEWD is for the appropriate opportunities created to extend to entry level talent and youth aged 18-24.

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2. Partner with the Durham JobLink to participate in job fairs/on-going recruitment opportunities/outreach events in Durham. It is understood that 21 c Museum Hotels is under no obligation to hire referrals from Durham JobLink, however a requirement of this workforce plan is for all subcontractors to list positions with the Durham JobLink and consider referrals from Durham JobLink foremost before candidates from other sources. A list of all subcontractors shall be provided by 21 c Museum Hotels prior to the start of the project for comparison to job listings recorded at Durham JobLink at the end of the project.

21 c Museum Hotels will exercise due diligence in acquiring these goals; however the minimum goals defined herein are goals only and there will be no penalty for failure to achieve these goals. The reporting of this program to the Office of Economic and Workforce Development is a requirement of this program.

TRAINING PARAMETERS

21 c Museum Hotels will document any and all occupational and safety training received by entry level talent and youth ages 18-24 as identified by the Durham JobLink.

REPORTING PARAMETERS

21 c Museum Hotels (or its General Contractor and Hotel Operator) will designate a representative(s) to oversee that the goals in this program are effectively met.

The representative(s) will submit the following reports via email on a quarterly basis to the City of Durham's Office of Economic and Workforce Development:

1. Assessment of referrals
2. Percentage of referrals that get interviewed for available positions
3. Percentage of interviewees that get hired

Of those hired:

- Name of individual (First and last name)
- Durham residency status (provided through street address and zip code)
- Employment start dates for new hires
- Skill level (Skilled, entry level, youth aged 18-24)
- Dates and types of training received (Safety and occupational for entry level and youth aged 18-24) as well as source of training(s)
- Number of employees on the site or involved in the project compared to the number of Durham residents on the site or involved in the project (both new and existing)
- Company that hired the individual
- Starting wage for new hires
- Position the individual holds or for which he/she was hired
- Referral from Durham JobLink (Y/N)

Reports should be comprehensive and cumulative to include short-term hires associated with the construction opportunities and long-term hires associated with the hospitality and tourism opportunities. Reports should indicate timeframes for quarters represented and should reflect totals for relevant columns of information.

PLAN EXECUTION

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The following highlights 21 c Museum Hotels Workforce Development Plan:

1. Establish a working relationship with the Durham JobLink Career Center who will be responsible for helping with the preliminary recruitment and screening of potential candidates. All contractors/operators will be expected to recruit potential hires from Durham JobLink. A requirement of this workforce plan is for all contractors/operators to list positions with the Durham JobLink.
 - For short-term and entry-level positions, such as entry level construction positions and housekeeping staff, the time in which referrals of qualified job seekers will be made shall be no longer than five days.
 - For long-term and more advanced positions, such as managerial and supervisory hospitality positions, and construction tradesmen, time in which referrals shall be made shall be no longer than ten days.
2. Establish a timeline for recruitment programs to determine early participation for participants.
3. Establish Minimum Qualifications Criteria for potential candidates to include the following for skilled and entry-level:
 - a. Skilled
 1. Drug Free
 2. Able to perform job duty
 3. Proficient in basic math, reading and writing skills
 4. Demonstrated craft proficiency and experience
 5. Reliable, honest and willing worker
 - b. Entry Level
 1. Drug Free
 2. Able to perform job duty
 3. Reliable, honest and willing worker
4. Define specific job opportunities once plans are complete and categories for work are defined. These job opportunities will be defined in on a timeline as the job requirements evolve on the project.

Examples of the positions could include the following:

- a. Construction Clean-up Crew
- b. Hotel front desk staff
- c. Hotel maintenance staff
- d. Hotel management trainees
- e. Hotel management
- f. Restaurant wait staff and hosts/hostesses
- g. Restaurant kitchen staff
- h. Retail positions (e.g. - in the spa)
- f. Security Guards
- g. Man/Material hoist operator
- h. Truck Drivers
- i. Equipment Operators
- j. Skilled tradesmen (i.e., Carpenters, Plumbers, Sheet Metal Workers, Iron Workers, Cement Finishers,

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Painters, etc.)

- k. Secretary/Receptionist
- l. Others to be determined

5. In addition, any participant that is put through the 21 c Museum Hotels Workforce Development program must adhere to 21 c Museum Hotels or the trade contractor or hotel operator's employment standards.

6. Provide an orientation on job/safety procedures for all program candidates before they begin work. This orientation will include an overall synopsis of the construction project and/or the long-term work environment.

Name

Date

Title

21 c Museum Hotels OR Representative

Name

Date

Title

**Office of Economic & Workforce Development
City of Durham**